**Job Title** Administrative Assistant

**CONTRACT DETAILS:** 37 hours per week, term time only (precise working hours tbc)

**LINE MANAGER:** Director ofCurriculum Support /LAC & Transition Lead

**JOB PURPOSE:** To provide administrative support to the Curriculum Support Faculty and the Designated Teacher responsible for Looked after Children and transition from primary to secondary school. To effectively and accurately organise, administer and develop appropriate systems to ensure school records are kept up to date and that relevant person/department is kept fully informed of appropriate issues. To maintain confidentiality and act as an ambassador for the school in all matters.

**RESPONSIBILITIES**

**SEND Administration**

* Producing and disseminating school reports, minutes and letters.
* Updating student passports, electronic and paper records for SEND students and circulating to all staff as required.
* Arranging parental meetings.
* Arranging and attending SEND reviews and ensuring student participation.
* Liaising with staff, students and multi-agency professionals.
* Updating SIM’s records.

**Administrative support to Designated LAC Lead.**

* Produce timetable, registration certificates and termly student data as necessary.
* Produce and update Personal Education Plans.
* Liaise with other staff.
* Arrange and minute reviews, liaising with other multi agency professionals.

**Administrative support to Primary Transition Lead**

* Download admissions data and create tracking spreadsheet.
* Complete transition forms for Lead to take to primary schools
* Prepare and distribute invitation letters to students and parents as necessary.
* Organise the Year 6 Induction Day and parents evening, including preparation of packs of information for students, parents and Learning Co-ordinators.
* Liaise with staff, college leaders and external suppliers regarding Induction Day.
* Liaise with the Senior Leadership Team regarding changes in admission numbers.

**General**

* To attend team and staff meetings as necessary.
* To maintain a professional relationship at all times when dealing with students, staff and visitors.
* To be responsible for own professional development and participate in the appraisal cycle.
* To provide cover for other admin roles.
* To administer First Aid.
* To contribute to the student’s development and whole-school aims, policies and practices, in keeping with the ethos of the school.
* Abide by the Data Protection Act when handling student information.
* Promote and safeguard the welfare of children and young people with whom they come into contact.
* Abide by the policies of the school and Local Authority.
* **Other**
* To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher.